



LETTER OF TRANSMITTAL TEMPLATE
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

REPLY TO
ATTENTION OF

HRO-AGR

MEMORANDUM FOR National Guard Bureau, Staff Management Office,
ATTN: NGB-ARZ-T, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

SUBJECT: Letter of Transmittal, Application for Title 10 AGR Tour, MAJ XXXXXXXXX

1. The Kentucky Army National Guard nominates MAJ XXXXXX XXXXXXXXX for assignment as a Title 10 AGR officer at National Guard Bureau. The application packet has been reviewed and is submitted as complete and correct.

2. Required information is provided as follows:

a. Level of Security Clearance: Secret, EPSQ Periodic Reinvestigation submitted, 19 September 2004, DSS.

b. Number of days of lump sum leave paid since 10 February 1976: 16.0.

3. The KY ARNG and MAJ XXXXXXXXX understand that by accepting a Title 10 AGR tour, MAJ XXXXXXXXX will incur an Active Duty Service Obligation (ADSO) of 24 months. MAJ XXXXXXXXX may not request resignation or voluntary assignment or reassignment outside of the Title 10 AGR program during this period of time. This ADSO does not apply to state recalls for mobilization.

4. Point of contact is _____, DSN: XXX-XXXX or
comm: XXX-XXX-XXXX.

ALAN C. SAUNDERS
COL, KY ARNG
Chief of Staff

GARY S. OWENS
Major General, XXARNG
The Adjutant General